



Budgeting Support Income Clarification

10/16/2015

This NEWS FLASH is being issued to clarify budgeting procedures of child, spousal or cash medical support income and to clarify that support income displayed on the Child Support Payment (CHSP) screen in AZTECS is based on court ordered support and thereby considered verified.

Title IV-D of the Federal Social Security Act requires every state to provide child support services. The Division of Child Support Services (DCSS) is Arizona's Title IV-D Child Support Enforcement agency. DCSS provides services to establish paternity, establish support orders, review orders for modification based on economic circumstances and enforce orders for support. Support income issued through DCSS is considered verified court ordered support.

NOTE: DCSS has the legal authority to add additional amounts to an Order of Assignment used to collect past due court ordered support. These amounts are considered court ordered and when the arrearage is recurring, it must be budgeted.

The support income displayed on CHSP is transmitted to AZTECS from DCSS and Arizona's Tracking and Locate Automated System (ATLAS). ATLAS is Arizona's automated case management system and where support payment information is maintained. These court ordered support payments, made by the parent ordered to pay support, may be through DCSS or the Clerk of the Court (COC). Staff **MUST** explore the possible receipt of support income when there are children in the home with an absent parent.

While budgeting support income it may be necessary to review more than the prior 30 days or the last full month of income. The last 30 days of income is used when the court order or payment history indicate it is an accurate reflection of future income. When possible discuss with the participant what amount of court ordered support is normally received.

Determine the amount of support income to be budgeted by reviewing prior months of support income received. When the amount of support income is the same every month and is expected to continue, budget that amount. When support income fluctuates, average three months to determine an average amount to budget.

NOTE: It is not necessary to average support income when one month of support income is different due to an extra weekly or bi-weekly payment. Budget the monthly amount of court ordered support that is normally received and is expected to continue.



Arizona Department of Economic Security
Arizona Health Care Cost Containment System

The FAA Policy Manual will be updated to reflect the information in this clarification. For additional information on budgeting support income see FAA4.H06 - Budgeting Child, Cash Medical, and Spousal Support of the FAA Policy Manual (Index: Budgeting child support).

Please contact the FAA Policy Support Team by phone at **(602) 774-5523** or by e-mail at **FAAPolicyMgmt@azdes.gov** with any questions or concerns regarding this broadcast.

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